



Office of State Human Resources

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OSHR Model Workplace COVID-19 Program

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**SUBJECT: COVID-19 WORKPLACE PROGRAM FOR NON-HEALTHCARE AND
NON-CORRECTIONS/CUSTODY WORKSITES**

EFFECTIVE DATE: 10/05/2020

REVISION DATE: 11/12/2021

SCOPE:

The purpose of this program is to establish general guidelines for AGENCY programs for COVID-19 pertaining to non-mandatory state employees reporting to work at non-healthcare and non-corrections/custody worksites to reduce the risk of COVID-19 exposure to state employees, visitors, contractors, vendors, and volunteers entering State owned and leased property.

PROGRAM STATEMENT:

Per the OSHA general duty clause, it is the responsibility of employers to protect employees from anticipated worksite hazards. This program establishes minimum standards for COVID-19 safety within AGENCY based upon OSHA rules, regulations, and guidance and Centers for Disease Control and Prevention (CDC) Guidance, Executive Orders, DHHS Guidance, and other regulatory measures to protect health and safety of all persons present at worksites. Changing circumstances may require agencies to be flexible and alter their original plans to ensure public health and safety. Individual worksites within an AGENCY may adopt additional or enhanced requirements. **PROGRAM SUBJECT TO CHANGE BASED UPON REVISED GUIDANCE FROM GOVERNMENT ENTITIES.**

DEFINITIONS:

Agency: State department, division, subdivision, commission, board, or institution.

Social Distancing: Actions taken to reduce the opportunities for close contact between people in order to limit the spread of a communicable disease.

Fully vaccinated: It has been two weeks since someone has received the second dose of a two-dose vaccine or two weeks after receiving a one-dose vaccine.

ROLES AND RESPONSIBILITIES:

Agency Head/Designee

- Establish processes and procedures necessary to support COVID-19 measures enumerated in this program.

- Maintain flexibility to alter established processes and procedures to ensure public health and safety, which includes having a contingency plan if return to teleworking is deemed necessary.
- Direct worksite COVID-19 risk assessments per guidelines of this Program.

Human Resources Department

- Establish and maintain process to handle employee COVID-19 related requests for accommodations including recordkeeping of requests received and response to all requests.
- Respond to employees/supervisors' concerns regarding any COVID-19 related safety matter that may range from physical environment to how to address an employee's failure to follow COVID-19 safety guidelines i.e., refusal to wear face covering (if required), maintain six feet social distance, etc.
- Administer process for response to **COVID-19 positive employee** at worksite including removing employee from worksite, appropriate worksite notification, cleaning protocols, and establishing return date.
- Administer process for response to **COVID-19 symptomatic employee** at worksite including removing employee from worksite, cleaning protocols, and establishing return date.

Safety Director or Designee

- Perform worksite health and safety risk assessments per guidelines of this Program.
- Support implementation of COVID-19 measures as directed by management.
- Provide consultation and assistance to employees and management to address COVID-19 related concerns.

Middle Managers/Supervisors

- Respond to employee COVID-19 concerns to extent possible.
- Direct employees to Human Resources staff for requests for accommodation related to COVID-19 measures.
- Ensure employees returning to worksite receive information regarding COVID-19 related measures in effect at individual worksites such as use of cloth face coverings, social distancing requirements, reporting of COVID-19 symptomatic employees, and NC EAP contact information.
- Ensure employees, contractors/vendors, and any other persons present at individual worksites are trained regarding COVID-19 related safety requirements.
- Alert next level manager on duty when nonadherent persons refuse to comply with any COVID-19 safety requirements after providing verbal and/or written notice thereof.
- Support implementation of COVID-19 measures as directed by management.

Employees

- Comply with directives of this Program.
- Complete required training related to COVID-19 measures.
- Contact supervisor or Human Resources staff regarding COVID-19 concerns as appropriate.
- Direct requests for accommodations to Human Resources staff.

IMPLEMENTATION:

The guidance included herein may be further defined and revised upon issuance of updated federal and state government law and guidance.

1. Face Covering Requirements – information as of November 2, 2021

SUBJECT TO CHANGE BASED ON STATE LAW OR EXECUTIVE ORDER CURRENTLY IN EFFECT

Under Executive Order 224, as of November 2, 2021, employees that are not fully vaccinated (2 weeks after receiving the second dose of a two-dose vaccine or 2 weeks after receiving a one-dose vaccine) must wear face coverings in any indoor space, within a state government office, building or facility that is controlled by an agency that is either part of the Governor's Office or is headed by a member of the Governor's Cabinet. Fully vaccinated employees in such agencies may be exempt from this requirement if they provide proof that they are fully vaccinated per their agency's specifications; however, each agency may set its own face covering policy for guests and fully vaccinated employees in their offices, buildings, and facilities. Face coverings are not required when a person is alone in a room, or when a face covering exception applies. Unless an exception applies, employees may be subject to disciplinary action for violation of this requirement.

All employees and guests are welcome to wear a face covering at any time.

Employees required to work in increased risk settings with possible close contact with COVID-19 positive individuals or infected materials must be supplied the appropriate PPE and training for proper use by the agency. Such PPE is provided to onsite state employees at no charge.

Employees may utilize cloth face coverings and other PPE of their choice that do not interfere with completion of work duties so long as it is in good taste and any designs, graphics, or logos present a professional image acceptable to the general public.

Agencies may provide disposable face coverings for customers/visitors to wear while onsite.

2. Social Distancing

Breakrooms/Kitchens

Individual agencies will determine whether kitchen/breakrooms will be available for employee use. If kitchen/breakroom is available, stagger occupancy and wash your hands.

Vending Machines

Individual agencies will determine whether vending machines will be supplied and operational. If vending machines are supplied and operational, wash your hands after use.

Fitness Facilities

Individual agencies will determine when fitness facilities will be available for employee use.

Lactation Rooms

Individual agencies will determine when lactation rooms will be available for employee use.

Conference Rooms/Classrooms

Agencies may opt to utilize in-person meetings or videoconferencing technology solutions or a combination of both.

Employees who are not fully vaccinated should maintain social distance and wear a face covering.

In-person Meetings

Agencies may opt to utilize in-person meetings or videoconferencing technology solutions or a combination of both.

Employees who are not fully vaccinated should maintain social distance and wear a face covering.

Travel

Individual agencies are responsible for granting travel requests given current State government travel rules.

CDC states that fully vaccinated persons may travel in the United States without needing to get tested before or after travel or self-quarantine after travel. International travelers need to pay close attention to the situation at their international destinations before traveling due to the spread of new variants and because the burden of COVID-19 varies globally. Discuss any questions with your supervisor or Agency Human Resources Office.

CDC states that persons should delay travel until fully vaccinated. If you are not fully vaccinated and do travel, get tested 1-3 days before and 3-5 days after travel AND stay home and self-quarantine for a full 7 days after travel.

Shared Vehicles

For those who need or want to travel with more than one occupant in a vehicle, the following recommendations should be observed:

- Employees should perform a health self-screening for COVID-19 symptoms as identified by their agency when using a vehicle to go to work, when leaving work to go to another destination, and again when using the vehicle to return.
- All employees are welcome to wear a face covering while traveling in a shared vehicle.
- All drivers and occupants (if not fully vaccinated) wear a cloth or other approved face covering, apply hand sanitizer and avoid snacking and eating or other activities that require removal of the face covering while in the vehicle.
- Weather conditions permitting, outside air ventilation should be increased to allow for the highest amount of air flow into the passenger compartment without causing discomfort to the occupants.

Discuss any questions with your supervisor or Agency Human Resources Office.

3. Symptom Screening for Onsite Employees

State agencies may adopt procedures regarding on-site employee participation in COVID-19 symptom screening. Detailed written procedures should be published and accessible to all employees.

When arriving at worksites, employees may be instructed to use designated entrances to undergo a health screening. The health screening process may include a symptom screening checklist, on-site temperature check, or other measures.

Information provided by employees during any COVID-19 screening process related to underlying health conditions, medical certification, doctor's notes, etc., is confidential and the employer should designate a person on site to ensure this information is protected.

All employees (trained medical staff or others) involved in any screening process must have proper personal protective equipment (PPE) and adhere to CDC Guidance for safe communicable disease screening procedures.

Such procedures may include disciplinary measures for failure to comply or for providing erroneous and misleading information.

4. Mandatory COVID-19 Testing

SUBJECT TO CHANGE BASED ON STATE LAW OR EXECUTIVE ORDER CURRENTLY IN EFFECT

Per Executive Order 224 and OSHR policy, “*Requirements for COVID-19 Testing and Face Coverings as an Alternative to Proof of Full Vaccination*” issued August 27, 2021, employees in all agencies that are either part of the Governor’s Office or are headed by a member of the Governor’s Cabinet must either provide proof that they are fully vaccinated (2 weeks after receiving the second dose of a two-dose vaccine or 2 weeks after receiving a one-dose vaccine), or weekly provide a negative COVID-19 test result.

Employees and AGENCIES will utilize the web-based tool [COVIDSafeNC](#) for collection and storage of this information.

Employees with disabilities that impair or prevent vaccination, employees who are not recommended by a physician to be vaccinated, and employees with a sincerely held religious belief, practice, or observance that is inconsistent with vaccination may request a reasonable accommodation from the proof of vaccination requirement by contacting their agency's Human Resources office.

Unless an exception applies, employees may be subject to disciplinary action for violation of this requirement.

5. Ongoing Hygiene/Prevention Practices

Agencies may continue utilizing ongoing COVID-19 safety measures at their worksite including:

- Recommending employees and guests wear a face covering at all times.
- Recommending and facilitating vaccination of employees;
- Requiring employees to observe room occupancy limits and maintain social distance whether fully vaccinated or not.
- Restrictions on number of visitors, or visits by appointment only;
- Barriers in public-facing areas to separate employees and visitors;
- Increased access to hand sanitizer, disinfectant spray or wipes, or other cleaning products;
- Cleaning of high-touch surfaces at least once a day;
- Posting informational signs to explain importance of COVID-19 safety practices;
- Directional signs on floors to define traffic flow or ensure six feet of space between people;
- Limits on the number of people in confined spaces, such as elevators, lobby or meeting rooms;
- Temporarily closing shared spaces such as kitchens, breakrooms, fitness rooms, etc.;
- Assigning employees to individual workspaces in a new location; or
- Altering physical layout of a worksite.

6. Worksite Cleaning Practices

Ongoing awareness and partnership between employees and agencies to prevent the physical spread of COVID-19 at worksites will help maintain a healthy workforce is recommended including the following:

- Provide job safety analysis to protect employees conducting cleaning operations.
- Provide appropriate PPE and training for all cleaning duties.
- Secure PPE/supplies storage and designate specific staff to manage stock and distribute items.
- Provide individual workspaces with necessary cleaning/disinfection and PPE supplies to reduce supply room visits.
- Preferably, COVID-19 disinfection services should occur after hours to ensure all areas can be accessed.
- Building and workspace closures until disinfection work is completed is at the discretion of the agency.
- Increased sanitation in restrooms.
- Agencies in leased spaces should work with property managers regarding these requirements.
- Hand sanitizer available at entry and high-traffic locations for employee and visitor use.
- Encourage employees to use disinfectant wipes or cleaner after contact with high-touch surfaces and shared-use items to help maintain a safe work environment, and to wash their hands.

7. Handling of COVID-19 Positive/Symptomatic Employees
Check Most Recently Revised CDC Guidelines for Updated Information

Maintain a plan to immediately and temporarily isolate at the worksite any employee(s) who is experiencing COVID-19 symptoms or illness while awaiting safe transport to their home or a healthcare facility. The employee should be sent home with the most recently updated [NC DHHS Non-Health Care Worker Symptom Screening Checklist](#) regarding quarantine, self-isolation, and directions to seek assessment and guidance from their medical provider.

8. Worksite Cleaning Response for COVID-19 Symptomatic/Positive Employee
Check Most Recently Revised CDC Guidelines for Updated Information

Close off affected worksite areas used by the employee during the period when they might have been infectious. People are generally considered to be infectious from 48 hours before until 10 days after illness onset (or before and after collection of the first positive specimen for those with no symptoms). Agencies do not necessarily need to close operations if they can close off affected areas.

Call housekeeping or vendor to request cleaning/disinfection services for work areas used by the symptomatic/positive employee.

Untrained agency employees should not participate in cleaning or disinfecting of affected areas as this process follows specific and rigorous protocols.

For questions: State-owned facilities in Wake County should call the Wake County Epidemiology Task Force, 919-856-7032. State agencies located in other counties should contact local departments, contact information available at <https://www.ncdhhs.gov/divisions/public-health/county-health-departments>. Callers should explain that they are calling per OSHR guidance to contact their local health department so that the agency can confirm that they are taking appropriate control measures, sanitation, etc., as recommended by the local health department.

Employees should be timely notified when the cleaning process has been completed to provide reassurance that their worksite is safe.

9. Handling of COVID-19 Positive Employee Notification to Others at Worksite
Check Most Recently Revised CDC Guidelines for Updated Information

While local health departments engage in contact tracing of “close contacts”, agencies should send out a general email notification to employees emphasizing the need to continue COVID-19 prevention measures. A sample notification letter that may be adapted for agency use is included as Attachment A to this document.

Follow most recently updated CDC [quarantine and isolation guidance](#) guidelines regarding when the employee should return to onsite work.

10. Employer Contact Identification for Agency Worksites Not Subject to COVID-19 Healthcare Emergency Temporary Standard
Check Most Recently Revised CDC Guidelines for Updated Information

As a best practice, it is recommended that Agency worksites not subject to the [COVID-19 Healthcare Emergency Temporary Standard](#) engage in contact identification if someone present at a State worksite(s) or a state employee with public contact tests positive for COVID-19 if:

- a. Person with COVID-19 symptoms was onsite 48-hours (two days) or less before having any COVID-19 symptoms; or
- b. Person with no COVID-19 symptoms was onsite 48-hours (two days) or less before providing positive specimen.

(Contact identification is unnecessary for COVID-19 positive employees working exclusively remote or with no public contact during their last two days of work prior to becoming symptomatic or positive specimen collection date.)

Step 1: Collect the following information from COVID-19 positive person meeting either of the above criteria.

During the last 48-hours (two days) that COVID-19 positive person was working onsite or had public contact:

- a. Where was person present at worksite(s) including building floor numbers, specific work areas, breakroom/cafeteria, smoking area, vehicles, other divisions/departments, etc.?
- b. Identity of state employees, contractors, vendors, delivery personnel, visitors, customers, others meeting the definition of Close Contact: within six feet of person for a cumulative total of fifteen minutes or more during a twenty-four hour period.

Step 2: In addition to providing general written notification to all worksite occupants as described in Section 9. of this document, Agencies should provide persons identified as “close contact” with the COVID-19 positive person with updated quarantine guidance per [CDC Guidance Quarantine and Isolation](#) and most recently updated [NC DHHS Non-Health Care Worker Symptom Screening Checklist](#) which provides as follows as of 9/15/21, and exclude people from onsite work according to these guidelines:

1. If fully vaccinated (at least 2 weeks after getting the second dose in a 2-dose series or one dose of a single-dose vaccine) AND have no COVID-19 symptoms: No quarantine required. Get

tested 5-7 days after exposure, even if no symptoms; wear a face covering indoors in public for 14 days following exposure or until test result is negative. Monitor for COVID-19 symptoms and isolate immediately if symptoms develop.

2. If someone has tested positive for COVID-19 within the previous 90 days and has subsequently recovered AND have no COVID-19 symptoms: No quarantine required. Wear a mask indoors in public for 14 days after exposure. Monitor for COVID-19 symptoms and isolate immediately if symptoms develop. Consult with a healthcare professional for testing recommendations if new symptoms develop.
3. If not fully vaccinated: Do not report to work for 14 days after last exposure to COVID-19 positive person even if test result is negative.
 - The CDC has offered shortened quarantine options, so please reach out to local public health department for additional guidance [on quarantine options for workers in different parts of the state](#). Local public health authorities make the final decisions about how long quarantine should last in the communities they serve, based on local conditions and needs. If quarantine is discontinued before day 14, the individual should continue to monitor symptoms and strictly adhere to all non-pharmaceutical interventions (e.g. wear a mask, practice social distancing) through 14 days after the date of last exposure.

A sample “Close Contact” notification letter is included as Attachment B to this document.

For additional information and training on contact identification, visit the CDC website [COVID-19 Contact Tracing Training \(cdc.gov\)](#)

Step 3: Agencies should share information on workplace contacts with the Local Health Department as requested

11. Multi-agency Worksite COVID-19 Coordination

OSHR recommends that agency human resources directors, safety professionals and chief deputies in various agencies with shared worksites collaborate and adopt a mutually agreed upon COVID-19 response plan for that worksite to ensure proper handling of COVID-19 positive employees in buildings with multiple state agency occupants. This agreement can be in an MOU (Memorandum of Understanding) format between the agencies. Specifically, agencies should focus on:

1. Demonstrating and documenting how notification will be provided to all building occupants; and
2. Demonstrating and documenting how notification will be made and executed regarding worksite cleaning when notice is received of a COVID-19 positive employee assigned to that worksite.

12. Training

Provide COVID-19 education, prevention strategies, videos, webinars, social media postings, worksite posters, and FAQ’s to educate employees, contractors, and other worksite visitors regarding COVID-19 safety and public health measures implemented by AGENCY.

13. Signage

Provide notice via email, agency intranet, public website, worksite posters, and other communications methods to all employees, contractors, and other worksite visitors that regularly work at an AGENCY worksite or are entering its premises of COVID-19 safety related behavioral expectations included in this Program. COVID-19 safety signage is available at [DHHS COVID-19 Communications Toolkit](#).

14. Physical Alterations to Worksites

After performing a health and safety risk assessment and BEFORE making any physical facility changes or enhancements to promote COVID-19 safety (i.e. installation of physical barriers, space reconfiguration, etc.), state agencies should:

- For State owned worksites: Obtain approval from State Construction or other appropriate building maintenance designee for approval of any physical changes to facilities as such alterations could potentially cause ADA, egress, and life safety issues.
- For leased worksites: Consult with the State Property Office, Leasing and Space Planning, and the property management company regarding such matters.

Each agency is responsible for ensuring adherence to applicable building and safety codes with regard to all proposed physical worksite alterations.

Agencies should consult with DOA Facilities Maintenance on their availability to assist with moving employees to alternate office space or moving furniture.

15. Procurement of COVID-19 Safety Items

Coordinate with DOA State Purchase and Contract (or other centralized purchasing entity) whenever possible to purchase cloth face coverings, disposable face coverings, hand sanitizer, sanitizing wipes, disinfectant spray, and other necessary COVID-19 safety items for employee use at worksite.

16. HVAC Considerations

Communicate with DOA Facilities Maintenance, agency management, or building management for leased spaces regarding proper operation of building heating, ventilation, and air conditioning (HVAC) systems that have been shut down or on setback, review new construction start-up guidance provided in ASHRAE Standard 180-2018, Standard Practice for the Inspection and Maintenance of Commercial Building HVAC Systems. All adjustments and changes to building HVAC systems must be done by qualified facilities maintenance staff, contractors or property manager.

Take steps to improve ventilation in the building:

- Increase percentage of outdoor air (e.g., using economizer modes of HVAC operations) potentially as high as 100% (first verify compatibility with HVAC system capabilities for both temperature and humidity control as well as compatibility with outdoor/indoor air quality considerations).
- Increase total airflow supply to occupied spaces, if possible.
- Disable demand-control ventilation (DCV) controls that reduce air supply based on temperature or occupancy.
- Improve central air filtration:
 - Increase air filtration icon to as high as possible (MERV 13 or 14) without significantly diminishing design airflow.
 - Inspect filter housing and racks to ensure appropriate filter fit and check for ways to minimize filter bypass
- Consider running the building ventilation system even during unoccupied times to maximize dilution ventilation.
- Have staff work in areas served by “clean” ventilation zones that do not include higher-risk areas such as visitor reception or exercise facilities (if open).
- Consider using portable high-efficiency particulate air (HEPA) fan/filtration systems to help enhance air cleaning (especially in higher risk areas).
- Ensure exhaust fans in restroom facilities are functional and operating at full capacity when the building is occupied.

- Consider using ultraviolet germicidal irradiation (UVGI) as a supplement to help inactivate the virus.

17. Water System Considerations

Communicate with DOA Facilities Maintenance, agency management, or building management for leased spaces regarding potential water stagnation issues due to prolonged facility shut down and take appropriate remedial actions such as system flushing before employees return. For additional information, visit <https://www.epa.gov/coronavirus>.

18. OSHA Standards

All OSHA standards that apply to protecting workers from infection are applicable.

19. OSHA Reporting

Record work-related cases of COVID-19 illness on OSHA's Form 300 logs if the following requirements are met:

- (1) the case is a confirmed case of COVID-19;
- (2) the case is work-related (as defined by 29 CFR 1904.5); and
- (3) the case involves one or more relevant recording criteria (set forth in 29 CFR 1904.7) (e.g., medical treatment, days away from work.)

For most recently updated COVID-19 OSHA reporting requirements, see <https://www.osha.gov/coronavirus/standards>

Employers must follow requirements in 29 CFR 1904 when reporting COVID-19 fatalities and hospitalizations to OSHA. <https://www.osha.gov/laws-regs/regulations/standardnumber/1904>

Attachment A – Email Template for General Worksite Notification of COVID-19 Positive Employee

Memorandum

TO:

FROM:

RE: Notification of COVID-19 positive person at AGENCY/LOCATION

DATE:

On **(DAY or DATE)**, **AGENCY** was notified that an employee has tested positive for COVID-19. The person was last onsite at **(NAME OF AGENCY WORKSITE)** on **(DAY or DATE)**. While the individual had minimal contact with other onsite employees, we are notifying you as a matter of transparency and to mitigate the spread of incorrect information.

To protect the health and safety of our workforce, please note that:

- **Close contacts:** Any employee(s) identified as a close contact of the infected employee (i.e., anyone within six feet of an infected person for a cumulative total of at least 15 minutes in a 24-hour period two days or less before the person had COVID-19 symptoms or provided a positive specimen) will be notified by agency and/or public health authorities and advised what to do.
- **Workspaces have been sanitized:** Workspaces utilized by the positive employee, including common areas and elevators, will be cleaned as recommended by CDC guidance.
- **Support your colleague's confidentiality:** Medical privacy laws impose strict confidentiality requirements regarding the specific identity of the positive employee. Please respect this by discouraging supposition or sharing misinformation.
- **Help ensure a safe workspace:** Regularly self-monitor your health for COVID-19 symptoms and do not come to work if you are sick. You are welcome to wear a face covering at all times while onsite.
- **COVID-19 Resources:** All state employees are encouraged to get vaccinated against COVID-19 to protect themselves and others. Accurate and regularly updated information about vaccination and other COVID-19 topics is available from the N.C. Department of Health and Human Services website at <https://covid19.ncdhhs.gov>.
- **Access to EAP:** Any employee needing assistance with anxiety or other emotional concerns is encouraged to contact the N.C. Employee Assistance Program (EAP) at 888-298-3907 or 704-717-5295 to speak with an experienced, licensed counselor. This service is free to you and members of your household and completely confidential.

As a reminder, please perform a [self-screening for COVID-19 symptoms](#) prior to starting each workday. If you are ill or experiencing COVID-19 symptoms, please stay at home and notify your supervisor.

If you have not yet been vaccinated, visit YourSpotYourShot.nc.gov to find a provider near your home or workplace. Be sure to wear a face covering and practice social distancing to minimize your risk of infection.

Thank you for your patience and understanding as we work through these processes.

Attachment B - Email Template for Worksite Notification to Close Contact of COVID-19 Positive Employee

Memorandum

TO:

FROM:

RE: Notification of Potential Close Contact of COVID-19 positive person at AGENCY/LOCATION

DATE:

On (**DAY or DATE**), **AGENCY** was notified that an employee has tested positive for COVID-19. The person was last onsite at (NAME OF AGENCY WORKSITE) on (**DAY or DATE**). You have been identified as a person at this worksite who may have had close contact (within six feet of person for a cumulative total of fifteen minutes or more during a twenty-four hour period) with this individual two days or less before the person had COVID-19 symptoms or provided a positive specimen.

As a result, you should now quarantine for 14 days after last exposure and monitor for COVID-19 symptoms per most recently updated [CDC Guidance Quarantine and Isolation](#) and [NC DHHS Non-Health Care Worker Symptom Screening Checklist](#).

Additionally, there are two exceptions to the above quarantine requirements. You do not have to quarantine if you are:

1. Fully vaccinated (at least 2 weeks after getting the second dose in a 2-dose series or one dose of a single-dose vaccine) AND have no COVID-19 symptoms: No quarantine required. Get tested 5-7 days after exposure, even if no symptoms; wear a face covering indoors in public for 14 days following exposure or until test result is negative. Monitor for COVID-19 symptoms and isolate immediately if symptoms develop.
 2. Recovered from COVID-19 within the previous 90 days AND have no COVID-19 symptoms: No quarantine required. Wear a mask indoors in public for 14 days after exposure. Monitor for COVID-19 symptoms and isolate immediately if symptoms develop. Consult with a healthcare professional for testing recommendations if new symptoms develop.
- **Workspaces have been sanitized:** Workspaces utilized by the positive employee, including common areas and elevators, will be cleaned as recommended by CDC guidance.
 - **Support your colleague's confidentiality:** Medical privacy laws impose strict confidentiality requirements regarding the specific identity of the positive employee. Please respect this by discouraging supposition or sharing misinformation.
 - **Help ensure a safe workspace:** Regularly self-monitor your health for COVID-19 symptoms and do not come to work if you are sick. You are welcome to wear a face covering at all times while onsite.
 - **COVID-19 Resources:** All state employees are encouraged to get vaccinated against COVID-19 to protect themselves and others. Accurate and regularly updated information about vaccination and other COVID-19 topics is available from the N.C. Department of Health and Human Services website at <https://covid19.ncdhhs.gov>.
 - **Access to EAP:** Any employee needing assistance with anxiety or other emotional concerns is encouraged to contact the N.C. Employee Assistance Program (EAP) at 888-298-3907 or 704-717-5295 to speak with an experienced, licensed counselor. This service is free to you and members of your household and completely confidential.

As a reminder, please perform a [self-screening for COVID-19 symptoms](#) prior to starting each workday. If you are ill or experiencing COVID-19 symptoms, please stay at home and notify your supervisor.

If you have not yet been vaccinated, visit YourSpotYourShot.nc.gov to find a provider near your home or workplace. Be sure to wear a face covering and practice social distancing to minimize your risk of infection.

Thank you for your patience and understanding as we work through these processes.